

# **The Memorial Hall**

Longframlington



**The Heart of Our Village**

# **Financial Regulations**

# Longframlington Memorial Hall Financial Regulations

---

<b>Version</b>	2.1
<b>Publication Date</b>	06/01/2026
<b>Document Author</b>	S. Hadden
<b>Approved by</b>	Trustee Committee
<b>Review Date</b>	27/03/2028

<b>Version control history</b>				
<b>Version</b>	<b>Date</b>	<b>Type of change</b>	<b>Summary of changes</b>	<b>Author</b>
1.0	16/02/2023	Initial Version	None	S. Greenway
2.0	23/11/2023	Layout	Layout improved	S. Hadden
2.1	06/01/2026	Layout	Version control added and header changed.	S. Hadden

## 1 Introduction

Longframlington Memorial Hall (the **Hall**) is a Registered Charity (no. 251952) providing amenity and support to the residents and community of Longframlington and the surrounding parishes through the operation of the Hall premises in Northumberland.

The operational activity of the Hall is undertaken by and is the responsibility of a board of Management Trustees (collectively **the Board** and individually **Trustees**).

The Board has adopted these Financial Regulations (**Regulations**) to set out and govern the conduct of the general financial affairs of the Hall.

Any reference to the '**Approval**' or '**Agreement**' of the Board shall be a reference to the decision of the majority of the Trustees entitled to vote on any matter in attendance and voting at a meeting of the Board where the matter under consideration is on a previously circulated agenda. Trustees may vote on any matters on the agenda of a meeting other than by being in personal attendance at the meeting and may subsequently ratify any decisions upon which they may not have been present to vote.

## 2 General

- 2.1 These Regulations govern the conduct and management of the financial affairs of the Hall by the Board and may only be amended or varied by the Approval of the Board. The Board shall at all times have regard to any applicable policies of the Hall (including but not limited to the Procurement Policy, the Equal Opportunities Statement and Policy) and any relevant provisions of any third-party funding arrangements when conducting any financial activity.
- 2.2 The Board is responsible for ensuring that the financial management of the Hall is adequate and effective and that the Hall has a sound system of financial control which facilitates the effective exercise of the Board's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Board meets these responsibilities.
- 2.3 The Treasurer has been appointed as the person responsible for the implementation management and enforcement of these Regulations (the **Responsible Financial Officer (RFO)**) and acting under the policy direction of the Board the RFO shall determine on behalf of the Hall its accounting records and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Hall are maintained and kept up to date in accordance with proper practices.
- 2.4 At least once a year, prior to approving the annual return, the Board shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.

2.5 Any decision regarding:

- approving the annual budget or accounts for the Hall.
- the borrowing of any amount.
- the writing-off of any bad debts.
- the acceptance of any conditional grant funding more than £1,000.

shall be matters for the Approval of the Board.

2.6 The Board must determine and keep under regular review the bank mandate for all Hall bank accounts and ensure that they are appropriate and practicable. Where any online banking facility is in operation the Board shall ensure that suitably secure procedures are in place in accordance with the accepted best practice from time to time to ensure the integrity of such account/s.

2.7 No offer of employment by the Hall shall be made by any Trustee without the previous Approval of the Board.

## **3 Annual Estimates (Budget)**

3.1 Detailed estimates of receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year no later than January by the RFO in the form of a budget to be considered by the Board.

3.2 The Board shall review the budget not later than the end of January each year and shall approve or amend the proposed budget as it sees fit.

3.3 The approved budget shall form the basis of financial control for the ensuing year.

## **4 Budgetary Control**

- 4.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved Budget.

Amounts more than the budgeted figure shall be Approved by the Board.

- 4.2 The RFO shall provide the Board with a bank reconciliation at least half yearly.
- 4.3 The RFO will report financial matters including a budget report to Full Council on a quarterly basis.
- 4.4 No expenditure shall be incurred in relation to any project and no contract entered or tender accepted involving expenditure unless the Board is satisfied that it is contained in the budget and that the necessary capital funds are available, or the requisite borrowing or grant funding can be obtained.

The budget shall set a minimum cash reserve value. Any decision on the investment of the reserve shall be a matter for the Approval of the Board following the advice of the RFO. The current cash reserve requirement is £10,000 as agreed at a committee meeting on 21<sup>st</sup> July 2022 and recorded in the Meeting Minutes. Any breach of the reserve would be discussed and minuted by a meeting of the Managing Trustees.

## **5 Accounting and Audit**

- 5.1 All accounting procedures and financial records of the Hall shall be determined by the RFO and shall be in accordance with recommended practice for registered charities and Village Halls from time to time.
- 5.2 The RFO shall complete the annual financial statements of the Hall, including the Hall's draft Annual Accounts, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Board.
- 5.3 The RFO shall complete the Accounts of the Hall and submit them for approval by the Independent Person as provided in Regulation 5.4 below. Following the ratification of the finally approved Annual Accounts by the Independent Person the RFO shall cause the Annual Accounts to be published and made available online via the Hall's website.
- 5.4 The Board shall ensure that there is adequate and effective system of internal management and record retention of its accounting records, and that its system of internal control is in accordance with proper practices. Any Trustee shall make available such documents and records as appear to the Board to be necessary for the purpose of any audit and shall, as directed by the Board, supply the RFO, or the Independent Person, with such information and explanation as the Board considers necessary for that purpose.

- 5.5 The Annual Accounts for the Hall shall be for a period 1<sup>st</sup> January to 31<sup>st</sup> December in each year. An Independent Person shall be appointed each year by the Board to carry out a review of the Annual Accounts and at 3 yearly intervals to review the financial management procedures of the Hall and make any recommendations for their revision to maintain accordance with best practice. The Independent Person shall be a suitably qualified person independent of the Board and any Trustee and competent and able to assess the propriety and accuracy of the Annual Accounts. The Independent Person shall be invited to submit a Report to the Board within 1 month of the annual Accounts being delivered to them for review. The Board shall consider and if appropriate act upon the Independent Person's Report before giving approval to the Annual Accounts.
- 5.6 The RFO shall ensure that any requirements to file or provide copies of the Annual Accounts to any third party are complied with promptly after the approval of the Annual Accounts.
- 5.7 The RFO shall, as soon as practicable, bring to the attention of all Trustees any correspondence or report from the Independent Person unless the correspondence is of a purely administrative matter.

## **6 Banking Arrangements and Authorisation of Payments**

- 6.1 The Hall's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Board, banking arrangements shall be regularly reviewed for safety and efficiency.
- 6.2 Bank accounts shall be maintained as agreed appropriate by the Board and cheques drawn on the bank account shall be signed by any 2 authorised signatories.
- 6.3 To indicate agreement of the details shown on the cheque for payment, the signatories shall each also initial the cheque counterfoil and corresponding invoices.
- 6.4 Current balances on the bank accounts shall be reported to meetings of the Board.
- 6.5 No Trustee shall be permitted to authorise or propose any payment in respect of which they have a personal interest, and any such interest shall be disclosed to the Board before any Approval is sought.
- 6.6 Any online or automated banking system shall be operated in accordance with the requirements of the holding bank and with such authorisation and mandate requirements approved by the Board from time to time.

## **7 Payment of Accounts**

- 7.1 Wherever possible payments from the account of the Hall shall be made by way of online banking and payments received by means of bank transfer to the account of the Hall.

- 7.2 The Hall will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the RFO (or any other Trustee, where made in accordance with these Regulations, for example for postage or minor stationery items) shall be refunded on a timely basis.
- 7.3 Where any Trustee has been authorised to make any purchase or expenditure on behalf of the Hall and direct payment is not practicable then the Trustee shall be permitted to repayment of any amounts so expended against the delivery of appropriate receipts. Trustees may seek retrospective authorisation for expenditure reasonably necessary for the Hall where such amount is not greater than £100 or in cases where the nature of the expenditure has been approved but the value, which may be in excess of £100) is unknown. Reimbursements shall be made by means of bank transfer and notified to the RFO if the payment was not made by the RFO. Any reimbursement payment shall be noted in the bank records of the Hall and its purpose identified.

## **8 Loans and Grant Funds**

- 8.1 The Hall shall not make any loans.
- 8.2 Save for any amounts of the cash reserve and cash at bank in the normal course of its activities the Hall shall not accumulate long term reserves of funds. Records of any monies on deposit shall be retained in the custody of the RFO.
- 8.3 All monies received by the Hall by way of grant funds shall be recorded by the RFO as such and placed on deposit as agreed and retained against the proper disbursement of grant monies against eligible expenditure of the funded project as specified by the Board from time to time. Any specific conditions relating to the receipt, holding, disbursement or records relating to grant funds shall be implemented and overseen by the RFO.
- 8.4 No bank account shall be opened in the name of the Hall without the Approval of the Board and no account held by the Hall shall be closed or transferred without the Approval of the Board.

## **9 Income**

- 9.1 The collection of any sums due to the Hall shall be the responsibility of and under the supervision of the RFO.
- 9.2 The origin of each receipt shall be recorded and reconciled against outstanding amounts due.
- 9.3 Personal cheques shall not be cashed out of money held on behalf of the Hall.
- 9.4 The RFO shall promptly complete any tax or financial return that may fall to be submitted.

## **10 Orders for Work, Goods and Services**

- 9.1 Any order for work, goods or services shall be made in accordance with the Hall's Procurement Policy and made or confirmed in writing with a record retained by the RFO.
- 9.2 The Board are responsible for always obtaining value for money and shall ensure that as far as reasonable and practicable the best available terms are obtained in respect of each transaction.
- 9.3 A Trustee may not issue an order or make any contract on behalf of the Hall unless previously Approved by the Board.
- 9.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order.

## **11 Assets, Properties & Estates**

- 11.1 The RFO shall ensure that an appropriate and accurate Register of Assets and record of suppliers, maintenance contractors and maintenance agreements for facilities and equipment at the Hall. The continued existence of tangible assets shown in the Register shall be verified at least annually.

## **12 Insurance**

- 12.1 The Board shall ensure that the Hall maintains suitable and effective policies of insurance with respect to the risks of damage to the Hall structure, its assets and facilities and in respect of Public Liability and other risks as deemed appropriate from time. The Board shall review and approve the insurance arrangements for the Hall annually and the RFO shall maintain records of cover and ensure the payment of any premiums due.

### **13 Risk Management**

- 13.1 The Board is responsible for putting in place arrangements for the management of risk. The Board shall prepare and approve a Risk Management Policy and review the policy annually.

### **14 Suspension & Revision of Financial Regulations**

- 14.1 It is the duty of the Board to review these Regulations from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Board of any requirement for a consequential amendment to these Regulations.